



Beaver Dam/Littlefield Fire District
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
Telephone (928) 347-5114
www.beaverdam-littlefieldfire.org



Minutes A.R.S. §38-403.01

MINUTES OF AUGUST 18, 2022

1. CALL TO ORDER:

Board Chairman Doug Adriance brought the meeting to order at 6:01 P.M. on AUGUST 18, 2022.

2. ROLL CALL OF BOARD MEMBERS/AFFIRMATION OF QUORUM:

Board Chairman:	Doug Adriance	Present
Board Clerk:	Thomas M. Oliver	Present
Board Member:	Rodney Rutherford	Absent
Board Member:	Dan Reber	Present
Board Member:	Kevin Smith	Present
Administrative Assistant:	Shan Sparks	Present

Also present were: Assistant Fire Chief Andres Ojeda, Finance Director Michelle Arnett and Finance/Payroll Clerk Doe Nelson.

3. PLEDGE OF ALLEGIANCE:

The pledge was led by Captain Debbie Gates

4. CALL TO THE PUBLIC:

No comments from public

5. CONSENT AGENDA

Discussion and possible action re: Minutes of **July 21, 2022**

Board Member Reber made a motion to accept the minutes of the July 21, 2022 Board meeting.

Board Member Smith seconded the motion. Motion passed to accept the minutes of the July 21, 2022 Board meeting.

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6. REPORTS AND CORRESPONDENCE:

a. Fire Chief's Report:

i. Discussion and possible action re: Wildland fire updates

Discussion only.

Assistant Chief Ojeda reported that no teams are deployed at this time.

ii. Discussion and possible action re: AFG Grant update

Discussion only.

Assistant Chief Ojeda did not have any updates on this grant.

iii. Discussion and possible action re: Firehouse Subs Grant update

Discussion only.

Assistant Chief Ojeda reported that the final signage is pending approval.

b. Fire and EMS Report for the month of: July 2022

Assistant Chief Ojeda reported that there were 20 Fire Calls and 82 EMS Calls for a total of 102 incidents for the month of July 2022. For 2022 YTD there were a total of 100 Fire Calls and 503 EMS Calls for a total of 603 total incidents.

Assistant Chief Ojeda reported that the compressor for utilizing "containment" or foam is inoperative and should be repaired soon.

- c. Board of Directors Report: Rodney Rutherford. Board Chairman Adriance expressed his condolences to the friends and family of Board Member Rodney Rutherford who passed away on Monday, August 15, 2022. His service to the Fire District was much appreciated and he will be missed.

7. OLD BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: AZDPS contract update

Discussion only.

Assistant Chief Ojeda reported that we have no new information regarding this contract.

- b. Discussion and possible action re: Improvements to the site for Fire Station #4 update

Discussion only.

Assistant Chief Ojeda indicated that there is nothing to report on this line item at this time.

He asked if Administrative Assistant (A.A.) Sparks could assist in contacting the BLM and determine the land acquisition requirements.

- c. Discussion and possible action re: Board member election status update

Discussion only.

A.A. Sparks reported that due to there being only 1 person that submitted the candidate paperwork by the July 11, 2022 deadline, the election department has cancelled the election for the Beaver Dam/Littlefield Fire District this election year. Further, the election department did not receive the write-in candidate papers that were submitted on July 21, 2022 prior to the July 25, 2022 deadline due to their changing their email address. Thus, the Board will appoint members to fill the seats that will become vacant in December 2022 per Board policy and State of Arizona statutes.

- d. Discussion and possible action re: Fire & EMS UTV/ATV Skid for Polaris Ranger

Finance Director Arnett provided the Board with a letter rejecting our request to apply grant credit toward the purchase of a skid. Assistant Chief Ojeda provided the Board with an estimate that would allow the Fire District to procure a suitable skid for the UTV. The estimated cost would be \$8,000 including taxes and shipping. The Board discussed utilizing budgeted capital expenditure funds to cover the expense of the skid as an unbudgeted capital expense.

Board Chairman Adriance made a motion to purchase the skid for the estimated amount of \$8,000. Board Member Reber seconded the motion. Motion passed to purchase the skid for the estimated amount of \$8,000.

4-0-1

8. NEW BUSINESS: ACTION/DISCUSSION

- a. Discussion and possible action re: Hinton Burdick Engagement Letter

Finance Director Arnett presented the Board with an engagement letter from Hinton Burdick requesting a \$4,000 increase to the cost of the annual audit this fiscal year (FY). The proposed increase was due to inflation and other factors. The Board felt that they should accept the requested increase due to our experience with this firm's expertise in auditing our Fire District

and the potential impact of not paying the requested increase on negotiating future auditing expenses.

Board Member Reber made a motion to pay the requested increase of \$4,000 to Hinton Burdick. Board Member Smith seconded the motion. Motion was passed to pay the requested increase of \$4,000 to Hinton Burdick.

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- b. Discussion and possible action re: Board member seat vacancy
Discussion only.

A.A. Sparks read excerpts of the Board Policy Manual regarding filling Board vacancies and Board member qualifications. The Board requested that a public notice be posted notifying the public of the vacancy and the process of applying for the vacancy utilizing a Board Member Application for Appointment to be delivered to Fire Station #1 by September 12, 2022. The Board will then fill the vacancy by majority vote at the next possible regular Board meeting.

9. BEAVER DAM/LITTLEFIELD FIRE DISTRICTS FINANCIAL STATEMENTS:

- a. Discussion and possible action re: Review and approval of the District's Consolidated Monthly Reports for the month ending: **July 2022** (Action Required).
 - i. Statement of Net Assets
 - ii. Statement of Financial Activities, including Cash Flow Projections
 - iii. Register of Checks, Warrants, and Deposits
 - iv. Expenses by Vendor
 - v. Reconciliation of Cash w/Treasury – Wells Fargo Checking
 - vi. Reconciliation of Mountain America Credit Union Checking
 - vii. UMB Visa P-Card Statement
 - viii. Costco Visa Card Statement
 - ix. Invoices from WR Whittington's office (none received)

Finance Director Arnett indicated that the Fire District is now 8% into the FY. She indicated that we are starting the FY with a few unexpected unbudgeted expenses. However, it should balance out with the anticipated revenue.

Board Member Smith made a motion to accept the status of the budget and the accounting of the financial statements. Board Clerk Oliver seconded the motion. Motion was passed to accept the status of the budget and the accounting of the financial statements.

4-0-1

10. FUTURE AGENDA ITEMS:

The Board can recommend matters for inclusion on an upcoming agenda.

- a. Update on some additional cost effective options for making suitable signs for a fundraiser project for the Fire District to assist personnel in finding addresses.
- b. Improvements to the site for Fire Station #4 update
- c. Holiday party planning

11. NEXT REGULAR BOARD MEETING:

The next regular scheduled Board meeting is scheduled on **September 15, 2022 at 6:00 P.M. (Arizona time)**.

Any special meeting scheduled will appear in the minutes.

12. CALENDAR OF EVENTS:

The calendar of events is on the Board Members tablets, the website and posted at Fire Station #1.

13. CALL TO THE PUBLIC:

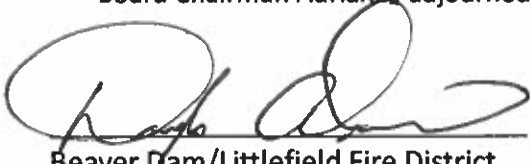
No comments from public

14. ADJOURNMENT:

Board Member Smith made a motion to adjourn. Board Member Reber seconded the motion. Motion passed to adjourn.

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Board Chairman Adriance adjourned the meeting at 6:54 P.M. on August 18, 2022.



Beaver Dam/Littlefield Fire District
Board Chairman

9/15/2022
Date

Ref:

SD Card #5

File: BDFDBR053